2015.

There are no classes or examinations on Bank Holidays (4 and 25 May).

**Mid-Semester Study Period** (First Semester)

There will be a Mid-Semester Study Period (Reading Week) in Week 6 (the week beginning 27 October 2014) and no Mathematics lectures will be held during this week. First and Second Year students will have coursework tests during this week, however.

It is expected that the Manchester Business School and the School of Physics and Astronomy will also have a Mid-Semester Study Period in Week 6 of Semester 1. Other schools may continue to lecture as normal during Week 6 of Semester 1. Students taking course units offered by these schools are expected to attend lectures in all twelve weeks of the Semester.

The Mid-Semester Study Period is not intended to be a holiday. Instead, it allows students to consolidate the material that has been covered during the first half of the Semester. First and Second Year students in the School of Mathematics will have coursework tests during the Mid-Semester Study Period and during the week(s) immediately following the Mid-Semester Study Period. Third and Fourth Year students in the School of Mathematics will either be set coursework assignments during the Mid-Semester Study Period or will have coursework tests during the week(s) immediately following the Mid-Semester Study Period.

**Revision Week** (Second Semester)

No lectures for course units offered by the School of Mathematics will be held in Week 12 of Semester 2 (the week beginning 4 May 2015). Some revision classes will be held during this week, but lecturers are asked not to introduce any new material during this week. The Manchester Business School also holds some revision lectures in Week 12 of Semester 2. Other schools may continue to lecture as normal during Week 12 of Semester 2. Students taking course units offered by these schools are expected to attend lectures in all twelve weeks of the Semester.

Further information about dates of semesters may be found at the website:

[http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/keydates/](http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/keydates/)

1.3 **SCHOOL COMMUNICATION**

The main **Reception Area** in the Alan Turing Building is just inside the main entrance to the building. It is open on Monday to Friday from 9am to 5pm. Students can leave messages for staff and postgraduate students at Reception, and can collect documentation and hand in coursework there. Information about office hours for individual members of staff can also be obtained from Reception.
You can also contact individual members of staff by e-mail. E-mail addresses for members of staff are given in Appendix A of this Handbook. Note, however, that members of staff are not in every day, as their research commitments frequently take them out of Manchester.

The School provides a single point telephone number 0161 275 5800 and a single point e-mail address mathematics@manchester.ac.uk for all enquiries. Staff from the School’s Teaching and Learning Office (including Reception) will contact students from the mathematics@manchester.ac.uk e-mail address in the first instance. We normally contact students via their University e-mail address or their preferred telephone number on My Manchester. Further information about the Teaching and Learning Office can be found in Section 5 of this Handbook.

School Newsletters are e-mailed to students fortnightly and important messages are displayed on the OneLan Screen in the foyer of the Alan Turing Building.

There are student notice boards in the Alan Turing Building on the walls inside the Mathematics Undergraduate Work Room (Room G.211). Information relevant to your studies is also displayed on the wall in the foyer of the Alan Turing Building.

1.4 HEALTH AND SAFETY INFORMATION

Primary medical care of students is provided by the National Health Service through individual registration of students with a local general practice of their choice.

The Student Counselling Service provides confidential, individual counselling for all work related difficulties, exam anxiety, stress and other personal problems. The service is located on the fifth floor of Crawford House, and can be contacted by dialling 0161 275 2864. The e-mail address is counselling.service@manchester.ac.uk. Further information can be found at the following website: http://www.studentnet.manchester.ac.uk/counselling

First Year students and other new entrants are required to complete a Health and Safety Induction Course. This course will be delivered online (through Blackboard, the University’s virtual learning environment) and will take students about 1 hour to complete. By completing this course, students become familiar with the Health and Safety Regulations. Moreover, the document is available for browsing throughout your degree programme. The Health and Safety Induction Course is part of the Induction Module MATHS0000.

The University’s Health and Safety web address is:

http://www.healthandsafety.manchester.ac.uk/

The University’s Health and Safety Policy is available via the website: